



National Finance Center Customer Notification

Date of Notification: December 17, 2009

Subject: Pay Period 25/2009 PAYE Processing and Christmas Holiday Schedule

Database/Customer(s) Affected: All

Dear Customer:

In observance of the Christmas Holiday, the National Finance Center's (NFC) offices will be closed half-day on Thursday, December 24, 2009, and all day on Friday, December 25, 2009. On Thursday, December 24, 2009, the following help desks will close at 12:00 noon: (1) NFC's *EmpowHR* Help Desk, (2) NFC's Payroll/Personnel Call Center, and (3) NFC's webTA Help Desk servicing designated USDA and HUD customers.

All NFC applications will remain available during the holiday. T&A's may be transmitted as early as Friday, December 18, 2009, but should be submitted no later than COB Monday, December 21, 2009.

The first schedule of PAYE for Pay Period 25/2009 for all databases will run on Wednesday, December 23, 2009. The second schedule of PAYE will be executed on Saturday, December 26, 2009. Please note: There will not be a pass of PINE on Thursday, December 24, 2009, or Friday, December 25, 2009. PINE passes will resume prior to the execution to the last pass of PAYE.

As always, the NFC Operations and Security Center (OSC) will be available for 24 hours per day, 7 days per week at 1-800-767-9641, 504-426-6435, or via email to OSC.ETIX@usda.gov.

Tip of the Week

Since the Christmas holiday will occur during the National Finance Center's T&A processing cycle, the T&A submission schedule must be accelerated. T&A's can be transmitted to NFC as early as Friday, December 18, 2009, but no later than the close of business on Monday, December 21, 2009.

If you have any questions regarding this notification, please contact NFC's Call Center at 1-504-255-4630 (Option 3), or the EmpowHR Help Desk at 1-888-367-6955 or empowhr@usda.gov.

KJS/M2-10-003/003

Tip of the Week

Since the Christmas holiday will occur during the National Finance Center's T&A processing cycle, the T&A submission schedule must be accelerated. T&A's can be transmitted to NFC as early as Friday, December 18, 2009, but no later than the close of business on Monday, December 21, 2009.